



2007

**Village of Sturtevant
Building Permit Application Process / Procedures**

Building permits are required for the following:

All new residential dwellings*
All new commercial buildings*
All additions* and alterations* – i.e. rec. rooms, basements, etc
Moving of buildings*
Swimming pools*
Hot tubs/spas
Sheds*
Decks*
Garages* /pole barns*/accessory buildings*
Razing
Heating, air conditioning and fireplaces
Roofing
Siding
Plumbing
Electrical
Other permits as required by governing municipalities

***May Require Planning Commission Application/Approval**

To obtain planning commission approval may require additional forms and or requirements as outlined by the Planning Commission application and appearance process.



Residential Plan Requirements 2007

If building a new home you must provide the Building Safety office with the following residential plan requirements:

1. All construction requirements are based on The Department of Commerce. Chapters 20 to 25, 2005 (revision) Uniform Dwelling Code. The Department of Commerce Chapters, 81 to 87, 2004(revision) Plumbing Code. The Village of Sturtevant Municipal Code.
 2. 3 sets of house plans shall be submitted including a third plot plan and floor plan. Plans shall be drawn to scale, including a geographic scale, to be on substantial paper and are required to be blue printed or ink drawn. All plans prepared by professional shall bear the seal and signature of same in original ink. No reproductions will be accepted
 3. Contractor information form will need to be filled out in its entirety, including contractor information, with copies of the State of Wisconsin Credential Certification, permit forms for HVAC, Plumbing, Electrical, Certificates of liability insurance from participating General contractors, unless owner/builder.
- 3.1. Plot Plan Survey:** 3 plot plans/parcel survey with the following information:
Owner's name and address (if applicable) site address, Assessors Parcel Number (tax key number, contractor's name and address, legal description of property, lot size, set structures (if applicable), a north arrow, floodplain information and easements (if applicable).
provide a site plan with driveway dimensions, slopes and accurate contours or spot elevations generally in accordance with Ordinance Chapters 15, 16.
- 3.1.1. Outline of the house located on the proposed site, along with distances from lot lines (example furnished)
 - 3.1.2. Lot Measurements, square footage, and proposed finished grade.
- 3.2. Foundation Plan:** Fully dimension plan view of the foundation showing the location of all footings and /or masonry. Provide cross-sectional details of the footings showing the distance below natural grade, height of the adjacent grade, anchor bolts size and spacing, and reinforcement as required by UDC.-COMM-20 to 25



- 3.3. Floor Plan:** fully dimension plan view showing: rooms size and use, size and location of all headers, doors and windows, size, spacing, and type and direction of ceiling joists, location of smoke detectors, plumbing fixtures, gas and electrical appliances, (electrical outlets, lights plugs and switches for reference only).
- 3.4. Roof Plan:** Provide a complete roof plan. Truss calculations are required for a proposed truss roof, or if conventionally framed indicates size, spacing, and direction of rafters. Identify roof finish, sheathing underlayment and structural connection details, in accordance with UDC.-COMM-20 to 25. The truss calculations in the truss layout shall be signed and sealed by a professional civil or structural engineer or agent.
- 3.5. Elevations:** provide for elevations using North, South, East and West identifications. Show the location of doors, windows, chimneys and attic vents.
- 3.6. Construction details:** provide cross-sectional elevations showing the foundation, underpinning, floor joists, studs, ceiling joists, rafters, pitch of roof and location of intermediate roof supports. The cross-section shall specify ceiling, wall and floor insulation “R” values
- 3.7. Energy:** submit two sets of calculations showing compliance with the UDC-COMM.-20 to 25. The location of the water heater(s), furnace and air-conditioning units are to be shown including manufacturer, model and efficiency rating (SEER). All other applicable worksheets and/or forms shall be included. Specifications for prefab fireplaces, referencing hearth extension details if used.
- 3.8. Electric:** Indicate on the plan, panel location and size
- 3.9. Plumbing:** provide a plumbing isometric or line drawing showing sewer, drained, waste, vents and cleanout sizes and material (If required by the plumbing inspector). Show the water piping system, pipe sizes and type material. (Water calculation sheets are required for new construction single-family dwellings). Indicate the proposed location of all gas meter(s) and gas piping including sizes, and demands of each outlet.
- 4. Structural:** If the residence does not meet the UDC requirements of COMM 20-25, two sets of structural calculations shall be submitted and the plan shall be sealed and wet signed by the professional responsible for the calculations (see letter enclosed).



Calculations and truss layouts shall be signed and sealed by a State recognized building design professional, civil, or structural engineer, or agent.

5. Copy of contractor license with address & phone number

5.1. Information needs to be provided by the Credentialed person including, but not limited to a State Drivers License number, or, Social Security number, and a Date of birth.

6. Signed forms agreeing to terms and conditions outlined in building permit packet

7. Building Permit Application (SBD 5823) - Needs to be filled out completely and signed, including contractors names, addresses, phone numbers, license numbers, total estimated cost, etc.

To determine if there is a problem with the building in regards to State Codes and Municipal Codes, these items will be reviewed:

- a) Two copies of heat loss calculations.
- b) Two copies of erosion control plan.
- c) Three copies of Plat Survey
- d) One signed copy of each:
 - 1. Lot grading and erosion control from
 - 2. Required erosion control measures/installation maintenance
 - 3. Cautionary statement to owners (**if applicable**)
 - 4. Condition of construction approval form
 - 5. Village of Sturtevant Erosion Control Requirements
 - 6. Terms and Conditions agreement form.
 - 7. Fireplace Specs (if applicable)
- e) **Checks** made out to the Village of Sturtevant.
 - 1. Building permit fee. (Fee determined after plan review.)
 - 2. Sewer connection fee. (The 2007 rate is \$3,533.06 for a single family home.)
 - 3. Erosion Bond fee \$1,000. (Refunded after conditions of this ordinance are met.)
 - 4. Park Impact Fee of \$1,250.00 per Ord. 14.80
 - 5. Racine Water Connection Fee \$3593.00 (if applicable)
 - 6. Sidewalk / Tree Bond (\$ dependant on weather & location)



After all the above information is supplied, there will be ten (10) working days (or less) to either accept or reject your permit application. Please supply any other information that may be helpful.

APPLICATION FOR A BUILDING PERMIT DOES NOT GIVE YOU PERMISSION TO START CONSTRUCTION. Do not start until you have your permit in hand.

Utility permits need to be pulled by the utility contractors (ie, electric, hvac, plumb) unless other arrangements have been made in advance between the primary contractor and the Village of Sturtevant.

For any additional information, please contact:

Building Safety Counter Hours:

Mon. Tues. Thurs. Fri.
8:30 – Noon
(Closed Wednesdays)

Building Safety Office Hours :

Mon. – Fri. 8:00 – 5:00

Frederick S. Kobylinski

Building Inspector
(262) 886-7223

or

Beth Johnson

Building Safety Technician
(to schedule inspections)
(262) 884-2488